

## **AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS - BOARD OF DIRECTORS**

**Thursday, November 21, 2013 – 1:00 P.M.**

**100 West Keenan Street, Rhineland, Wisconsin**

**Members Present:** Bix, Cushing, Gresser, Hammer, Korten Hof, Krug, Millan, Platner, Price, Queen, Ritchie, Teichmiller

**Members Absent:** None

**Call Meeting to Order:** Chair Teichmiller called the meeting to order at 1:00 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Department Financial Services Manager; Tina Kimball, Oneida County Account Technician; and Alison Bocek, who is employed by Forest County and works 25 hours per week for the ADRC-NW as an Administrative Assistant/Receptionist and 15 hours per week in a similar capacity for Forest County.

**Public Comment & Introductions:** Bocek was introduced to the Board.

**Approval of the Agenda:** Hammer moved to approve the agenda with sixteen items; Cushing seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the October 17, 2013 Board of Directors Meeting:** Millan moved to approve the minutes of the October 17, 2013 Board of Directors meeting; Queen seconded. All Ayes. Motion Carried.

**Consent Agenda – September 2013 Financial Statements & Time Reporting Percentages:** Cushing moved to approve the September 2013 Financial Statements and Time Reporting Percentages; Hammer seconded. All Ayes. Motion Carried.

**2014 Budget Approval:** The Board reviewed various scenarios for the 2014 Budget based on various projected time reporting percentages. The 2013 Budget was pegged to a time reporting percentage of 32%, but the ADRC-NW is currently achieving a time reporting percentage of approximately 38%. After discussion, Krug moved to peg the 2014 Budget at \$1,382,954.72, using a time reporting percentage 34.9%. Millan seconded. All Ayes. Motion Carried.

**Move to Closed Session under Wisconsin State Statute Section 19.85(1)(c) to Discuss 2014 Employee Salary Increases:** Cushing moved to go into Closed Session under Wisconsin State Statute Section 19.85(1)(c) to discuss 2014 employee salary increases; Price seconded. Roll Call: Bix - Yes, Cushing - Yes, Gresser - Yes, Hammer - Yes, Kortenhof - Yes, Krug - Yes, Millan - Yes, Platner - Yes, Price - Yes, Queen - Yes, Ritchie - Yes, Teichmiller – Yes. Yes: 12; No 0. The Board went into Closed Session at 1:24 P.M.

**Move into Open Session:** Cushing moved to return to Open Session; Queen seconded. All Ayes. The Board returned to Open Session at 1:49 P.M. Bix moved to provide Parkkila with a 5.17% salary increase and Meeder with a 1.5% salary increase to reflect compensation more in line with duties and experience; Price seconded. All Ayes. Motion Carried. Since the 2014 Budget was approved without these increases, modifications to that budget will have to be made. Bix moved to provide a 1.5% salary increase effective January 1, 2014 to all ADRC-NW employees. This will be in addition to the previously approved salary increases for Parkkila and Meeder. Queen seconded. All Ayes. Motion Carried.

**2013 Engagement Letter:** After review, Krug moved to approve having Schenck & Associates do the ADRC-NW 2012 audit; Queen seconded. All Ayes. Motion Carried.

**Employee Health Reimbursement Accounts:** When Regional Manager Parkkila and ADRC-NW Specialist Nuernberger were hired, Health Reimbursement Accounts should have been set up and fully funded. However, there were some problems with implementation. The ADRC-NW Executive/Personnel Committee recommended that the Board approve authorizing a cash payment to the two involved employees to cover the amounts that should have been placed in their Health Reimbursement Accounts and that the cash payment include the amount of the taxes due on these payments. The ADRC-NW Attorney also recommended this action. Cushing moved to authorize a cash payment to the two employees to cover the amounts that should have been placed in their Health Reimbursement Accounts and that the cash payments include the amount of taxes due on these payments. Millan seconded. All Ayes. A rewording of the respective job offers for the two employees will be made to reflect the actual Health Reimbursement Account benefit.

**Employee Expense Reimbursement Policy:** After review, Millan moved to approve the following changes to the Employee Expense Reimbursement Policy:  
1) Under the section “Meals”, add: Meal reimbursement is only available to the

employee of the ADRC-NW, and meals purchased for others (including other employees) will not be reimbursed. Group meals/refreshments for meetings or training should not be done through the employee expense reimbursement system. These expenses should be paid directly to the provider. 2) Under “Lodging” include the following: The ADRC credit card may be used to cover emergency lodging expenses under the provisions of the Credit Card Policy. Ritchie seconded. All Ayes. Motion Carried.

**Credit Card Policy:** Hammer moved to add the following items to the “Acceptable Use” section of the Credit Card Policy:

- To purchase meals within the parameters and limits of the employee expense reimbursement policy. Expenses charged in excess of the allowable limits will be deducted from the employee’s paycheck.
- To pay for hotel/motel costs for work-related travel only in case of emergency or when notice of meeting/training did not provide for sufficient time to go through normal business processes. The state rate must be requested when using the credit card for this purpose. Failure to make appropriate arrangements in a timely manner is not an acceptable reason to use the credit card.
- To purchase refreshment items for ADRC-NW meetings and/or training as appropriate.

Platner seconded this motion. All Ayes. Motion Carried.

**Regional Manager Report:** 1) Parkkila distributed the Dashboard Report showing 8,569 total calls, 169 functional screens, and 654 follow up contacts through October 2013. 2) The quality assurance surveys covering all contacts in 2013 should be available for Board review in January 2014. 3) The Aiming for Excellence project for 2014 will cover activity reporting. 4) The part-time Disability Benefit Specialist position has been posted in the local Taylor County newspaper. Interviews will follow. 5) The Memoranda of Understanding for the various jurisdictions are being updated to include 2014 dating. 6) The new Board tablets are coming in, and Parkkila will establish “adrcofthenorthwoods” email accounts for Board Members. However, Board Members may use their own email addresses if they choose. 7) The Office of Resource Center Development has approved a waiver for Board Member Queen to remain on the Board with the proviso that she refrain from any votes that may represent a conflict of interest. 8) The ADRC-NW may incur additional expenditures for furniture and the moving of the video conferencing equipment to a larger room. 9) Parkkila reported she followed up with the State of Wisconsin Regional Quality Specialist regarding her concerns about the flow of communication between them. Schuelke did not share

concerns regarding communication. Moving forward, if Parkkila feels communication issues exist, she will involve Board Chair Teichmiller and the Executive/Personnel Committee as needed to resolve any issues. 10) Schuelke identified four policies that need to be adopted by the ADRC-NW. Parkkila reported that two of these policies, Access to Publicly Funded Services and Early Intervention Prevention, should be completed by year end and the quality assurance and the marketing plan should be finished by the end of the first quarter of 2014. 11) There is no change in the relationship with Taylor County. There are no specific plans to change the office location of the Commission on Aging in that county, and Parkkila does not anticipate any changes through at least 2014. There is a good working relationship between the ADRC-NW staff and the Taylor County Human Services Department.

**Future Agenda Items:** Board training on new tablets

**Confirm Next Meeting Date & Place:** The next meetings of the Aging & Disability Resource Center of the Northwoods Board will be as follows: The Executive/Personnel Committee will meet at 10:30 A.M., the Finance Committee will meet at 12:45 P.M., and the Board of Directors will meet at 1:00 P.M. These meetings will all take place on Thursday, December 19, 2013 in Rhinelander. Board training on the new tablets will take place immediately following the regular Board Meeting.

**Adjournment:** With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:45 P.M.

**Handouts:** Aging & Disability Resource Center of the Northwoods Board of Directors meeting minutes of October 17, 2013; September 2013 Revenue/Expense Report; 2012 & 2013 ADRC Federal & State GPR Revenue Comparison; September 2013 Transactions; September 2013 Time Reporting; 2014 ADRC-NW Budget Worksheet; 2012-2013-2014 Budget Comparison; 2014 Preliminary Miscellaneous Salary Increase projections; Employee Expense Reimbursement Policy and Procedures with proposed changes; Credit Card Policy with proposed changes; ADRC-NW Dashboard Report through October 2013.